



ARLINGTON HOUSING AUTHORITY

REQUEST FOR QUALIFICATIONS ANNOUNCEMENT 10-0910

Dated: September 3, 2010

The Arlington Housing Authority (Authority) is seeking a response to this Request for Qualifications (RFQ) from professionals interested in providing Realtor Services in support of the Neighborhood Stabilization Program.

The City of Arlington's Community Services Department and the Department of Community Development and Planning oversee federal grant-funded projects and have contracted with the Arlington Housing Authority to administer the Neighborhood Stabilization Program (NSP). The Arlington Housing Authority requires the assistance of consultants to further the program's objectives as outlined in the NSP Action Plan. For the purpose of this procurement, the Arlington Housing Authority may select more than one qualified firm, and assign projects on a rotating basis.

Qualifications, in accordance with the specifications and scope of work below, will be accepted until 2:00pm on Friday, September 10, 2010.

GENERAL INFORMATION

The Arlington Housing Authority reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the Authority.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

To be considered, one (1) original (so marked) and two (2) copies of the response must be received by or prior to the due date and time.

During the evaluation process, the Authority reserves the right, where it may serve the Authority's best interest, to request additional information or clarification from responders, or to allow corrections of errors or omissions. At the discretion of the Authority, firms submitting responses may be requested to make oral presentations as part of the evaluation process.

The Arlington Housing Authority reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for qualifications (RFQ), unless clearly and specifically noted in the response and confirmed in the contract between the Authority and the firm selected.

The Arlington Housing Authority requires that Historically Underutilized Businesses have a full and equal opportunity to participate in the performance of HUD-funded contracts.

The prospective contractor certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

PROJECT OVERVIEW

The Arlington Housing Authority is soliciting proposals from qualified professionals to provide the services listed below in the scope of work. The Arlington Housing Authority, on behalf of the City of Arlington, is providing down payment, closing cost, and principle reduction assistance to eligible homebuyers purchasing NSP properties through the U S Department of Housing and Urban Development's Neighborhood Stabilization Program (NSP). NSP properties are former foreclosed homes that have been acquired and rehabilitated with NSP funding. Funds provided to assist the homebuyers' acquisition are in the form of a second lien loan, are 0% interest, and are forgiven over time. It is in the Authority's best interest to have a contractual relationship with qualified realtors to market and sell the NSP properties. It is anticipated that the Authority will contract with one or more qualified realtors. If the Authority determines it appropriate to utilize more than one qualified bidder, projects will be assigned to realtors on its qualified bidder list on a rotating basis. If a realtor is unwilling or unable to perform the assigned project in accordance with Arlington Housing Authority requirements, the next firm on the list will be offered the opportunity. At its sole discretion, the Arlington Housing Authority reserves the right to contract with only one title company for the purposes of this project.

PROJECT SCOPE

- ✓ Provide realtor services to facilitate real estate sales of transactions assisted by the Arlington Neighborhood Stabilization Program homebuyer assistance and acquisition/rehabilitation/resale programs. The City anticipates approximately 8-12 transactions from the initial date of the contract through March 2013.
- ✓ Ensure potential homebuyers have completed, or are registered to complete HUD approved homebuyer counseling, are credit worthy, and pre-approved by an NSP eligible lender, and are aware of NSP program affordability requirements.

ROLE OF CONSULTANT

The consultant will furnish all required labor, materials, supplies, and travel required in connection with the project. The Authority expects that the project staff will include individuals with appropriate expertise, certification, and/or licensing required in the normal course of this type of professional service.

ROLE OF THE ARLINGTON HOUSNG AUTHORITY

The Authority will make available copies of any relevant reports, studies, or other resources as may be needed for the completion of the project.

The Contract Administrator is David Zappasodi, Executive Director. The primary contact, or a designated representative, will coordinate the services to be provided, and provide technical information regarding the project as needed.

REQUEST FOR QUALIFICATIONS

Responses to this RFQ should be provided in the following numbered format as listed below.

1. Provide a brief description of the firm or individual, including the number of years the firm is in existence or if an individual, the number of years served as a practicing realtor, range of professional services, office location(s), and staff size.
2. The Arlington Housing Authority is interested in the experience of the firm and the proposed project leaders in the area of expertise requested. Please provide information about key staff to be assigned to this project and the volume of residential sales they managed in the past twelve months.

3. Please include an organizational chart that indicates the project's key personnel and their responsibilities, and subcontractors (if applicable). Please include a resume for each key staff member, including experience in working with HUD programs, and relevant licenses held.
4. Please include a copy of valid Texas Real Estate License and identify associations with local board such as the Arlington Board of Realtors or MetroTex.
5. Please identify your normal business hours during week days and weekends, if applicable.
6. Please identify your proposed marketing plan for the AHA's NSP properties. Please include all applicable advertising including newspaper, radio, real estate magazines, flyers, signage etc. Please include frequency of advertising, size of advertising where applicable, and duration of advertising.
7. Provide any language translation services provided or available to potential homebuyers speaking other than English.
8. Please describe your experience with NSP funded activities. Please provide sufficient detail to demonstrate your knowledge of NSP homebuyer eligibility requirements and NSP home sales requirements. Indicate the number of closings in the past year that you completed that utilized NSP or other HUD funded homebuyer assistance programs.
9. Please provide three references whose property you currently have listed, and three references for homebuyers you have assisted in purchasing a home in the past 12 months.
10. The firm should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The firm covenants and agrees that the firm and its officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFQ.
11. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in the State of Texas.

CRITERIA FOR EVALUATION OF QUALIFICATIONS

- Professional background, qualifications of firm and personnel assigned to this project (responses to items 1, 2, 3 and 4 above total 20 points)
- Reputation for personal and professional integrity and competence, references of previous clients (responses to items 5, 7 and 9 total 25 points)
- Familiarity with NSP activities (response to item 8 totals 35 points)
- Description and methodology of marketing plan (responses to items 5 and 6 total 15 points)
- Certified as Historically Underutilized Business (5 points)

CONSULTANT SELECTION PROCESS

Qualifications will be evaluated by Arlington Housing Authority staff. This committee will select prospective consultants or firms using the above criteria whose responses best demonstrate the competence and qualifications needed to perform the service(s).

Upon selection, the consultant(s) will be notified of potential projects and will negotiate price, scope of work, timeline for completion, and other performance measures required to meet the indicated contractual responsibilities. A contract for professional services will be executed.

SUBMISSION OF QUALIFICATIONS

Submit qualifications (1) original and two (2) paper copies to the address below:

Arlington Housing Authority
501 W. Sanford Street, Suite 20
M.S. 28-0100
Arlington, TX 76011
Attention: Michele Craven – RFQ 10-0910

Qualifications, in accordance with the specifications and scope of work below, will be accepted until 2:00pm on Friday, September 10, 2010.

NOTE: Absolutely no faxed or e-mailed qualifications will be accepted. The Arlington Housing Authority shall not consider any request for extension of the deadline for qualifications.